Post Date: 5/30/2014

Associate Governmental Program Analyst *Will also consider Staff Services Analyst* *Will also consider a Training & Development Assignment*

Salary Range: \$4,400- \$5,508 Permanent, Full-Time Final File Date: Until filled

Do you have experience with Medicare and MediCal compliance? The Department of Developmental Services' (DDS) Fiscal and Program Support Section is currently seeking an Associate Governmental Program Analyst. This position works under the direction of and in coordination with the Clinical Record Administrator (CRA) and assists with a wide variety of analytical duties regarding Medicare and MediCal documentation requests and compliance. For complete duties, please see duty statements on following pages.

JOIN THE DDS TEAM! For information about the

DEPARTMENT OF DEVELOPMENTAL SERVICES Please visit our website at www.dds.ca.gov

Please refer to:

Position #473-812-5393-703

Mail your application to:

Dept. of Developmental Services 1600 Ninth Street, MS-Q Sacramento, CA 95814 Attention: Melissa Woodall

All applications will be screened and only the most qualified will be

interviewed.

CONTACT INFORMATION

Name: Melissa Woodall Number: (916) 322-9001

melissa.woodall@dds.ca.gov

Desired Knowledge, Skills, and Abilities:

- Experience with clinical records and the regulations with the Center for Medicare and Medicaid Services.
- Strong analytical skills.
- Advanced skills with Microsoft Excel, Power Point and presentations.
- Ability to take initiative and work independently.

Special Requirements:

Responses to the items below must be included in a Statement of Qualifications (SOQ):

- 1. Describe your knowledge, skills, and experience that make you competitive for this position.
- 2. Describe your experience with analysis of health care regulations and how you applied that experience.
- 3. Describe your experience with analysis of data and administrative reports and communication of those reports and the results.

Please limit responses to 2 pages with a minimum 11 pt. font.

Please include which classification you are applying for, the basis of your eligibility (list eligibles and/or lateral transfers must meet the minimum qualifications of this classification) and position #473-812-5393-**703** on your application.

Possession of minimum qualifications (MQ's) will be verified prior to interview and/or appointment. You must include proof of eligibility and any supporting documentation with your application. If it is determined an applicant does not meet the MQ's of the classification, the applicant will not be considered and may be withheld from the eligible list.



DEPARTMENT OF DEVELOPMENTAL SERVICES

1600 9th Street, MS-Q Sacramento, CA 95814 "Building Partnerships, Supporting Choices"

DEPARTMENT OF DEVELOPMENTAL SERVICES DEVELOPMENTAL CENTERS DIVISION ADMINISTRATIVE OPERATIONS BRANCH FISCAL AND PROGRAM SUPPORT SECTION

DUTY STATEMENT

JOB TITLE: Associate Governmental Program Analyst POSITION #: 473-812-5393-703

GENERAL STATEMENT OF DUTIES: Works for the Department of Developmental Services-Headquarters (DDS). In coordination with the Clinical Record Administrator (CRA), directs a wide
variety of complex analytical clinical record and related duties; assists the Client Financial
Services and the CRA in identifying billing tracks and analyses, and proposes summary reports.
Independently follows up on clinical and billing documentation requests and compliance; Part D
billing, directs meetings with Information Systems on billing and other documentation affecting
clinical records and billing. Prepares the distribution of the guidelines for Health Insurance
Portability and Accountability Act (HIPAA), and the Medicare Prescription Drug Plan (Part D).
Directs the tracking of Compliance Plan and contract (if a contract is in place). Prepares
Medicare Committee reports and tracks follow up. Provides input to the development of reports
from the contract recommendations and reviews needed in the DDS-DCD Compliance Plan.

Directs the tracking of the updates for the statewide Client Diagnostic Evaluation Report (CDER). Directs the complex implementation plan and tracking changes and interpretations with the developmental center staff regarding International Classification of Disease (ICD) and Current Procedural Terminology (CPT) coding for Clinical Records Documentation and billing purposes. Prepares complex information for analysis of legislative bills and Budget Change Proposals. Provides staff work for special projects, and assists with other related Clinical Record Manual and electronic systems affecting clinical records.

SUPERVISION RECEIVED: Reports to the Chief, Fiscal and Program Services Section. Functional supervision is by the Clinical Record Administrator.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement. This position works on a personal computer 50 to 70 percent of the time. Requires limited statewide travel to a Developmental Center/State Owned Community Facility (DC/SOCF) related to assigned projects.

TYPICAL WORKING CONDITIONS: Ongoing interaction with developmental center staff, Department headquarters staff, and other related agency personnel. Position requires prolonged sitting and extensive use of telephones and video data terminals. Open-spaced partitioned offices in a smoke-free environment.

EXAMPLES OF DUTIES:

- Directs in supporting DDS-DCD in managing the contract for Medicare Compliance; assists with implementation of any revised Medicare Compliance. Directs DCD with the center/facility Medicare Compliance Management Reviews, develops data and trend reports on complex compliance audit findings (i.e., fee for service and ancillary compliance levels); directs the development and updating of Medicare Compliance Procedure Manual; directs compliance training when needed; directs the implementation and identification of ongoing documentation requirements for reimbursement, current ICD and CPT coding systems; directs ICD/CPT coding training, prepares updates and assists the Clinical Record Administrator to provide input related to documentation/billing requirements with the DC/SOCF staff, Client Financial Services, and DCTSS.
- Directs the tracking completion of an updated complex Client Diagnostic Evaluation Report (CDER); Assists with the arrangement and participates in training for DC/SOCF staff on a variety of clinical record related subjects. Prepares DCD's HIPAA manual updates for distribution.
- 10% Performs complex completed staff work for special projects.
- 5% Prepares agenda for a variety of clinical related topics as directed and follow-ups on conference calls with Clinical Record Administrators at the DCs/SOCF.
- Provides analysis and input to management when relative legislative bills are introduced; assists with the drafting of Budget Change Proposals and provides input to management related to training on resulting statutory changes. Provides input to management on interdepartmental committees drafting legislation.
- Assists with the implementation of complex HIPAA and confidentiality and security requirements in the DCs/SOCF, including work plans to ensure all procedures, forms, formats, training manuals and other needed documents are developed and training statewide is planned, organized, and implemented.

DEPARTMENT OF DEVELOPMENTAL SERVICES DEVELOPMENTAL CENTERS DIVISION ADMINISTRATIVE OPERATIONS BRANCH FISCAL AND PROGRAM SUPPORT SECTION

DUTY STATEMENT

JOB TITLE: Staff Services Analyst POSITION #: 473-812-5157-703

GENERAL STATEMENT OF DUTIES: Works for the Department of Developmental Services-Headquarters (DDS). In coordination with the Clinical Record Administrator (CRA), assists with a wide variety of analytical clinical record and related duties; assists the Client Financial Services and the CRA in identifying billing tracks and analyses, and proposes summary reports. Follows up on clinical and billing documentation requests and compliance; Part D billing, arranges for meetings with Information Systems on billing and other documentation affecting clinical records and billing. Prepares the distribution of the guidelines for Health Insurance Portability and Accountability Act (HIPAA), and the Medicare Prescription Drug Plan (Part D). Prepares tracking of Compliance Plan and contract (if a contract is in place). Prepares Medicare Committee reports and tracks follow up. Provides input to the development of reports from the contract recommendations and reviews needed in the DDS-DCD Compliance Plan.

Assists with the tracking of the updates for the statewide Client Diagnostic Evaluation Report (CDER). Assists with the implementation plan and tracking changes and interpretations with the developmental center staff regarding International Classification of Disease (ICD) and Current Procedural Terminology (CPT) coding for Clinical Records Documentation and billing purposes. Prepares update information for analysis of legislative bills and Budget Change Proposals. Provides staff work for special projects, and assists with other related Clinical Record Manual and electronic systems affecting clinical records.

SUPERVISION RECEIVED: Reports to the Chief, Fiscal and Program Services Section. Functional supervision is by the Clinical Record Administrator.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement. This position works on a personal computer 50 to 70 percent of the time. Requires limited statewide travel to a Developmental Center/State Owned Community Facility (DC/SOCF) related to assigned projects.

TYPICAL WORKING CONDITIONS: Ongoing interaction with developmental center staff, Department headquarters staff, and other related agency personnel. Position requires prolonged sitting and extensive use of telephones and video data terminals. Open spaced partitioned offices with smoke-free environment.

EXAMPLES OF DUTIES:

- Assists in supporting DDS-DCD in managing the contract for Medicare Compliance; assists with implementation of any revised Medicare Compliance. Assists DCD with the center/facility Medicare Compliance Management Reviews, develops data and trend reports on compliance audit findings (i.e., fee for service and ancillary compliance levels); assist in the development and updating of Medicare Compliance Procedure Manual; assists with compliance training when needed; assists with the implementation and identification of ongoing documentation requirements for reimbursement, current ICD and CPT coding systems; assist with ICD/CPT coding training, prepares updates and assists the CRA to provide input related to documentation/billing requirements with the DC/SOCF staff, Client Financial Services, and DCTSS.
- 25% Assists with tracking completion of an updated CDER and distributes the CDER revisions. Assists with the arrangement and participates in training for DC/SOCF staff on a variety of clinical record related subjects. Prepares DCD's HIPAA manual updates for distribution.
- 15% Performs completed staff work for special projects.
- 10% Prepares agenda for a variety of clinical record related topics as directed and follow-ups on conference calls with Clinical Record Administrators at the DCs/SOCF.
- 10% Assists with analysis and input to management when relative legislative bills are introduced; assists with the drafting of Budget Change Proposals and provides input to management related to training on resulting statutory changes. Provides input to management on interdepartmental committees drafting legislation.
- Assists with the implementation of HIPAA and confidentiality and security requirements in the DCs/SOCF, including work plans to ensure all procedures, forms, formats, training manuals and other needed documents are developed and training statewide is planned, organized, and implemented.